

U.S. ARMY VOTING ASSISTANCE PROGRAM BEST PRACTICES

1. The following Best Practices were submitted by Major Commands as indicated:

FORCES COMMAND (FORSCOM)

a. Fort McPherson, Georgia: Created Individual Tracking Sheets (ITS) on voters. The ITS was given to each soldier to complete and return to the Voting Assistance Officer (VAO). On that sheet, the soldier was asked to provide the State they plan to vote absentee. Based on that information, the soldier was given a copy of the instructions for completing the Federal Post Card Application (FPCA) for their State from the 2002-2003 Voting Assistance Guide. The ITS also required soldiers to return their completed Personnel Individual Sheet (PIS) to the VAO once the FPCA was completed and mailed. Once the FPCA was mailed by the voter, the ITS was then closed and the information was transferred to the consolidated tracking sheets (CTS). The CTS were helpful in that it kept track of the total number of personnel assigned, the State they were voting in, if a person required assistance in completing a FPCA and if in fact the FPCA was mailed (the verification as to whether or not the FPCA was mailed was based on the soldier's word). This tracking sheet worked because it forced the VAO to follow the action until mailed. Soldiers commented that one of the positive things about this year's voting program, was there was a lot of follow up.

b. Fort Bragg, North Carolina: Provided a post Voting Assistance web site for soldiers/family members to access year round to obtain information on voting. The Fort Bragg 82D Airborne Division appointed, at the G-1 level, a VAO to oversee the Divisions' Voting Assistance program. The 82D Soldier Support Battalion replacement Company has a VAO that provides Voting Assistance information to all incoming enlisted soldiers to include information on the unit VAO or respective S-1. Additionally, the G-1 Office Management Branch provides the same information to incoming officers when they in-process. There is an information flow process from the G-1 VAO to the person in charge of the Fort Bragg installation Voting Assistance program.

c. Fort Dix, New Jersey: Each unit that mobilized at Fort Dix in support of "Real World" operations was provided a "Voting Deployment Package". Prior to a unit leaving Fort Dix, the commander was provided with a voting assistance package that consisted of the Voting Assistance Guide, FPCA's, FWAB's, the DOD Voting Lesson Plan and a letter of instruction from the Fort Dix VAO. Some units upon reviewing the information set the unit VAO up for a one-on-one lesson. This worked well. The deployment package works well because many times the final destination of the unit is unknown.

d. Fort Lewis, Washington:

(1) Requiring monthly reporting to the Senior Voting Assistance Officer (SVAO) on contact percentages by the VAOs increased the awareness of the voting effort and helped ensure all personnel were being advised of their rights.

(2) Displaying posters and banners all over the installation (for example, Post Exchange (PX), Education Center, Unit Areas, all MWR facilities, etc) helped increase awareness in soldiers and family members.

(3) Incorporating delivery of FPCA to soldiers during in-processing and at the monthly Newcomer's Briefing ensured that newly arriving personnel were given the opportunity to learn about the voting effort and registration.

e. Fort Hood, Texas:

(1) Use of E-Mail distribution system ("Phantom Distro") for all voting related events. This system reaches virtually everyone with an E-Mail account on post.

(2) Requested assistance of local county Voting Registrar (Bell County) for the purpose of helping new voters registered locally.

(3) Coordinated with the local DIM Publications Warehouse as early as possible to ensure sufficient stock of required forms (SF-76 and SF-186) and publications (Voting Assistance Guides).

TRAINING AND DOCTRINE COMMAND (TRADOC)

a. Fort Sill, Oklahoma: The library's computers provided a convenient location for Unit VAOs, soldiers, and family members to get voting information and ask questions.

b. Fort Benning, Georgia: The Federal Voting Assistance Program (FVAP) Workshop was videotaped and used for all future training of VAOs

c. Fort Huachuca, Arizona: Voting classes were conducted to motivate soldiers. Slide presentation is at Encl 1.

ARMY MATERIAL COMMAND (AMC)

a. Attaching the FPCA to the soldier's Leave and Earnings Statement (LES). It would be even more effective to insert an entry on the LES now that the Army is going paperless.

b. Utilizing E-Mail to deliver voting information/publicize voting website.

c. Set up voting booths.

MILITARY DISTRICT OF WASHINGTON (MDW)

a. Use of Continuity Books.

- b. Reviewing the Internet and Newsletters kept the VAOs up to date on upcoming events.
- c. Posting the State Election Calendar in the units in advance gave soldiers desiring to vote a reminder of the pending elections and updated their unit VAO contact information.
- d. Publishing the Voting Assistance Workshop in the Pentagonam and SoundOff publications provided awareness to the public of the training for the unit representatives.
- e. Immediate identification of the VAOs.
- f. Hosting the Voter's Workshop provided face to face contact with other VAOs and provided opportunity to answer questions.
- g. Ordering the materials in bulk resulted in an ample supply being provided to each unit and the installation VAO maintained a supply for unforeseen requirements.

U S. FORCES, KOREA (USFK)

- a. Conducted Unit Voting Rallies to get the word out, "Your Vote Can Make a Difference."
- b. Commander and First Sergeant involvement encouraging soldiers to register and vote.
- c. Set-up voting booths at unit sporting events, Commissary and Post Exchange.

U.S. ARMY, EUROPE (USAREUR)

- a. Coordinating community events in conjunction with voting awareness/registration booths.
- b. Placing signs at post entry points alerting soldiers and family members to the presence of voting materials.
- c. Utilizing a variety of media outlets to get the information to the soldiers and family members (local newspapers, radio stations, and television).

U.S. ARMY RESERVE (USAR)

Providing voting information to employees/military personnel.

U.S. MILITARY ACADEMY (USMA)

- a. Use the news media as best you can.

- b. Always try to be proactive and get the information out early.
- c. Try to make every community event to get the word out, "VOTE."
- d. Know about where to register locally so that you can pass the word out to others in your organization.
- e. Review and update your appointment list of VAOs as often as possible.

U.S.ARMY, PACIFIC (USARPAC)

Best practice was attaching the FPCA to the LES for each soldier.

U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND (SMDC)

- a. Because of the extreme geographical dispersion of our command (650 military personnel at 15 locations worldwide), we made extensive and repetitive use of E-Mail to broadcast key voting deadlines and requirements, as well as links to the federal voting assistance program website.
- b. Placed a hyperlink on the command intranet to the FVAP website.
- c. Published several stories in the internal command newspaper (The Eagle) and showed the CJCS Gen Myers video on the importance of voting on a worldwide VTC staff call.

U.S. ARMY MEDICAL COMMAND (MEDCOM)

Good command support at functions; used the same VAOs throughout the year, which allowed for continuity. E-Mail distribution of information was helpful and expedient.

2. If you have any questions or would like further clarification on the above mentioned items, please contact: Mr. James Davis **tel:** (703) 325-4530 **DSN:** 221-4530; **fax:** (703) 325-4532 **DSN fax:** 221-4532; **E-mail:** davisj@hoffman.army.mil, **https://www.perscomonline.army.mil/tagd/pssd/psb/voting/votingindex.htm**